



## Role Description

### Post Title

Equality, Diversity and Inclusion External Scrutiny Group Member (Voluntary)

### Department/Location

Huddersfield Town AFC Equality Working Group

### Reports to

Operations Director

### Purpose of the Role

As a voluntary member of the Equality, Diversity and Inclusion External Scrutiny group, you will provide professional guidance and appropriate constructive challenge to the Club's Equality Working Group. As an independent contributor, you will ensure that our action plans and associated initiatives are appropriate to our organisational goals in terms of developing and continuing to embed best practice in equality, diversity and inclusion.

You will support the organisation's work towards achieving the Premier League Equality Standard (PLES), initially at Intermediate Level and ultimately at Advanced Level, also providing appropriate guidance to ensure we adopt and embed a best practice approach to complying with statutory obligations as set out in the Equality Act 2010.

### Functional Links

**Internal:** Equality Working Group  
Board of Directors  
Staff and managers across the Club  
Staff and managers across the Huddersfield Town Foundation

**External:** Fellow members of the External Scrutiny Group

### Key Performance Indicators

- The organisation successfully achieves the Premier League Equality Standard at Intermediate and Advanced Levels;
- Representation in different stakeholder groups improves and becomes more reflective of the community we serve; and,
- The organisation is recognised as a leader in the field of equality, diversity and inclusion.



**THE TERRIERS**

The John Smith's Stadium, Stadium Way, Huddersfield, HD1 6PX / Telephone: 01484 960 600 / [htafoundation.com](http://htafoundation.com)  
Twitter: @htafdotcom / Facebook: htafdotcom / Company Number: 1771361

## Role Specific Responsibilities

- To attend meetings of the Equality, Diversity and Inclusion External Scrutiny Group on a quarterly basis (each meeting is envisaged to be of up to two hours in duration);
- To commit to the Equality, Diversity and Inclusion External Scrutiny Group for a period of up to 24 months in the first instance;
- To provide professional challenge to Huddersfield Town AFC in relation to equality action plans and associated initiatives;
- To share own professional knowledge of best practice in equality, diversity and inclusion with representatives of Huddersfield Town AFC's Equality Working Group, to ensure the organisation is able to develop and embed best practice in all aspects of its work;
- To maintain knowledge and understanding of the legal framework relating to equality, including amendments to the Equality Act 2010 as may occur from time to time and case law;
- To support Huddersfield Town AFC to meet (and where possible, exceed) the criteria of the Premier League Equality Standard (PLES) and to attend meetings with the organisation's external PLES Assessor as may be required from time to time; and,
- To support Huddersfield Town AFC to meet (and where possible, exceed) the criteria of other equality frameworks to which the organisation may commit from time to time, e.g. Disability Confident.

## Behaviour/Conduct

The post holder is required to:

- Be proactive with workload and interventions;
- Seek to continually develop their skills and knowledge;
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role;
- Communicate appropriately at all levels;
- Be flexible to fit the development and growth of the organisation;
- Be available to attend meetings outside of normal working hours;
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics;



- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018;
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others;
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, and
- Be respectful of others at all times and to behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

### **Additional Information**

#### **Safeguarding:**

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder is welcome to participate in any Safeguarding Training that may be organised from time to time.

#### **Equality, Diversity and Inclusion**

HTAFC is a diverse Club that respects all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and to be able to achieve their full potential. HTAFC has a zero-tolerance approach to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

#### **Accepted by:**

**Name (Printed)** .....

**Name (Signed)** .....

**Date** .....



## Person Specification

### Post Title

Equality, Diversity and Inclusion External Scrutiny Group Member (Voluntary)

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working on projects/initiatives related to equality, diversity and inclusion.</li> <li>• Experience of working with a range of stakeholders to ensure fair and equitable treatment in employment and related matters.</li> <li>• Professional experience in an advisory role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a volunteer e.g. Governor, Trustee etc.</li> <li>• Previous experience of working to accredited equality frameworks.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general education including GCSE English and Maths (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>• A professional qualification in a relevant area e.g. Human Resources.</li> </ul>
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Ability to liaise in a professional manner with partners and people from all backgrounds.</li> <li>• Excellent understanding of UK Equality legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interpret accredited frameworks into practical activities and initiatives.</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Able to attend meetings outside of the normal working day.</li> <li>• Passionate about making a difference through sport and other community-based projects.</li> <li>• Commitment to equality and diversity initiatives, and anti-discriminatory practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Suitable to work in an environment in which there may be contact with children and young/vulnerable adults.</li> </ul>

